

Records Clerk/Confidential Secretary-Police Department
City of Menasha

The City of Menasha Police Department is accepting applications for a full-time Records Clerk/Confidential Secretary position. The work week for this position is Monday-Friday.

Duties for this position include, but are not limited to: preparation of all confidential files, records and correspondence; to assist in the coordination of police records to include the classification, distribution and follow-up documentation, routing and filing of incident reports; preparation of agendas and minutes for department staff meetings; assist with hiring process; assist in preparation for labor negotiations; is responsible for customer service for walk-in and telephone inquiries; coordinates requests for bartender's license applications; and assists in the receipt of fines, forfeitures, stipulations, bonds, restitution and fees, maintenance of cash flow status and preparation of documentation for Finance Department for cash received.

An applicant should have previous office experience, working knowledge of computer software programs to include Microsoft, LRMS, TRACS, ability to work deal effectively with the public both in person and via telephone, ability to type accurately at 60 wpm, ability to maintain a high level of confidentiality. Preferred qualifications to include training in Microsoft Word, Excel and Access, prior office experience, TIME system certification, working knowledge of police department policies, procedures and rules, working knowledge of arithmetic, business, English and spelling, with a minimum qualification of a high school degree/GED or equivalent.

The City of Menasha offers a competitive salary and benefit package. Applicants will be subject to a background investigation, interview and possible other testing.

Applications accepted until position is filled. Submit application and resume to the Personnel Department, City of Menasha, 140 Main Street, Menasha, WI 54952.

EEO Employer
